




**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 411<sup>TH</sup> BASE SUPPORT BATTALION**  
**UNIT 29245**  
**APO AE 09102**

AEUSG-HD-PW-ENV (220-1a)

MEMORANDUM FOR 411<sup>TH</sup> BSB, DPW, ATTN: Environmental Management Office

SUBJECT: Environmental Management System (EMS) General Awareness Training Brochure Distribution

1. Reference: EO 13148; DAIM-ZA Memorandum – Army Environmental Management System Policy (dated 10 July 2003).
2. As part of the implementation of the Environmental Management System (EMS) at the 411<sup>th</sup> BSB, the DPW, Housing Division will distribute Environmental Management System (EMS) General Awareness Training Brochures to all tenants living within the Heidelberg Military Community's Housing Units (approximately 2,200 units).
3. Distribution of the EMS General Awareness Training Brochures is one step in meeting the requirements in paragraph 1 above for all personnel within the BSB to receive EMS General Awareness Training by 30 March 2004. Each brochure provides information on the purpose, structure and goals of the EMS; summarizes what each individual must do to fulfill their EMS responsibilities; and provides contact information for any questions concerning the program.
4. The points of contact for issues concerning the EMS are Mr. Daniel Welch, C/Environmental Management Office, DSN 387-3140, and Ms. Catherine Osborne-Flesch, Environmental Management System Coordinator, DSN 387-3144.

  
DIANE M. VANDERPOT  
LTC, MI  
Commanding